

***NATIONAL WEATHER SERVICE INSTRUCTION 1-206
JULY 22, 2003***

***Administration and Management
Delegation of Authority***

DELEGATION OF AUTHORITY FOR HOURS OF OPERATION

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Signed

7/8/03

Irwin T. David

Date

Chief Financial Officer/Chief
Administrative Officer

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1. Introduction. The purpose of this instruction is to outline the delegation of authority for the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) offices' hours of operation.

2. Administrative Offices. The office hours for administrative offices are set according to NOAA and Department of Commerce¹ (DOC) policy. Administrative Offices include:

- a. the National Weather Service's Silver Spring, Maryland Headquarters;
- b. Six regional offices (Eastern, Central, Southern, Western, Alaska, and Pacific);
- c. the National Centers for Environmental Prediction located in Camp Springs, Maryland, including the Environmental Modeling Center and Climate Prediction Center (those not operating on a 24 hour/7 days a week schedule);
- d. the Office of Climate, Water, and Weather Services' offices located outside the Washington, D.C. Metropolitan area:
 - i. National Training Center in Kansas City, Missouri;
 - ii. Cooperative Program for Meteorology, Education and Training (Comet) in Boulder, Colorado;
 - iii. National Operational Hydrologic Remote Sensing Center in Chanhassen, Minnesota;
 - iv. the Warning Decision Training Branch in Norman, Oklahoma; and

¹ "What Else Do I Need to Know: Hours of Duty," Department of Commerce Human Resources Management. (http://ohrm.doc.gov/managers/what_else/hours_duty.htm) and "Leave: Hours of Duty and Basic Scheduling Considerations," Department of Commerce Human Resources Management. (http://ohrm.doc.gov/handbooks/leave/hours_duty.htm)

- e. Office of Operational Systems offices located outside the Washington, D.C. Metropolitan area. including:
 - i. National Data Buoy Center in Bay St. Louis, Mississippi, and
 - ii. National Reconditioning Center in Kansas City, Missouri.

3. Operating Offices. Operating offices provide products and services across their area of responsibility and include:

- a. Weather Forecast Offices operating on a 24 hour/7 days a week schedule;
- b. River Forecast Centers operating on a 16 hour/7 days a week schedule²;
- c. Center Weather Service Units operating on a 16 hour/7 days a week schedule;
- d. Tsunami Warning Centers operating on a modified 24 hour/7 days a week schedule;
- e. Data Collection Offices operating on a 16 hour/7 days a week schedule;
- f. Weather Service Offices operating on various schedules; and
- g. Spaceflight Meteorology Group generally operating 12 ½ hours/week with variations based on space shuttle mission needs.
- h. National Centers for Environmental Prediction (NCEP Central Operations, Aviation Weather Center, Hydrometeorological Prediction Center, Ocean Prediction Center, Storm Prediction Center, Tropical Prediction Center) operating on 24 hour/7 days a week schedule; and
- i. Radar Operations Center Hotline/Help Desk operating on 24 hour/7 days a week schedule.

3.1 Determining Office Hours. Hours of operation are established by the Assistant Administrator for Weather Services (AA). The AA has delegated this authority to the Headquarters and Regional Office Directors to:

- a. adjust operating office hours of operation and schedules for changes to and from daylight savings time;
- b. adjust operating office hours of operation to meet service needs; and
- c. adjust operating office hours in emergency situations for up to 30 days.

3.2 Procedures for Delegation of Authority. Headquarters and Regional Office Directors are responsible for determining office hours of operation for offices under their purview, but can delegate or redelegate to subordinate officials responsibly and effectively. All delegated authority is designated in writing, usually as an internal memorandum.

² These hours are adjusted to meet hydrologic activity and customer requirements. Twenty-four hour operations are routine when flooding is anticipated or occurring.